



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452008
SAN DIEGO CA 92145-2000

StaO 12910.1

HRO

26 APR 1999

STATION ORDER 12910.1

From: Commanding General
To: Distribution List

Subj: KEY EMERGENCY ESSENTIAL DEPARTMENT OF THE NAVY CIVILIAN
EMPLOYEES

Ref: (a) DoD Directive 1404.10 of 10 Apr 92, Emergency-Essential
(E-E) DOD U.S. Citizen Civilian Employees (NOTAL)
(b) SECNAVINST 12910.3 Emergency-Essential (E-E) Department
of the Navy Civilian Employees

Encl: (1) Definitions
(2) Key Emergency-Essential Positions (Key E-E)

1. Purpose. To implement reference (a) at Marine Corps Air
Station Miramar and establish policies and responsibilities for the
planning and managing of employees in Key Emergency-Essential (Key
E-E) civilian positions during crisis situations in which continued
performance is deemed essential to support combat essential
systems.

2. Policy. Effective civilian mobilization planning and
management will be maintained to ensure maximum readiness in
response to crisis situations.

3. Responsibilities

a. General. Officials identified in this order are
responsible for planning and managing an adequate Key E-E civilian
work force as defined in enclosure (1).

b. Specific

(1) Commanding General. The Commanding General provides
direction and oversees the planning and management of the program.

(2) The Human Resources Office will:

(a) Ensure that civilian employees are carefully
screened and designated Key E-E only when civilians are required to
support combat systems support functions that must be contained and
that could not otherwise be immediately met by using military
possessing the skills in the number and in the functions expected
to meet combat systems support requirements in a crisis situation.

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(b) Ensure that Key E-E employees are identified and advised of the requirements of Key E-E positions.

(c) Ensure that a replacement process is established which is capable of providing qualified replacement personnel for all Key E-E positions during a crisis situation.

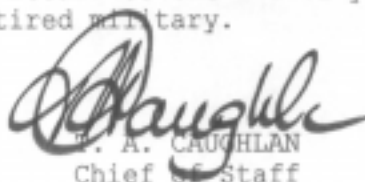
(d) Ensure that civilian employees who agree to remain in their Key E-E designated positions or who agree to serve as alternates in crisis situations, are provided the following assurances:

1. Payments of authorized allowances and differentials, as established by the Department of State, are paid commensurate with the situation.

2. Issuance of Geneva Convention Identity Cards, Forms DD 489 or DD 1934, as appropriate.

(e) Ensure that Key E-E information is handled as sensitive information and released only to authorized personnel.

(f) Ensure that individuals selected for Key E-E positions are exempted from recall to the military reserves or recall to active duty as retired military.


T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A

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DEFINITIONS

1. Civilian Employee. A direct hire U.S. employee who is appointed, either temporarily or permanently, to a position with the Department of the Navy.
2. Crisis Situation. Civilian insurrection, civil war, terrorism, wartime, or other hostile conditions.
3. Key Emergency-Essential (Key E-E) Civilian Employee. A civilian employee who has unique or scarce managerial or technical skills required by the wartime mission.
4. Key Emergency-Essential (Key E-E) Alternate Civilian Employee. A civilian employee, whose position is not Key E-E, who agrees to perform the duties of another Key E-E civilian position in the absence of a Key E-E civilian employee during a crisis situation.
5. Key Emergency-Essential (Key E-E) Civilian Position. A position located CONUS that cannot be vacated during war or national emergency without seriously impairing the mission.
6. Emergency-Essential (E-E) Civilian Employee. A civilian employee, who occupies an E-E civilian position and who is expected to sign a "DOD Civilian Overseas Emergency-Essential Position Agreement."
7. Emergency-Essential (E-E) Alternate Civilian Employee. A civilian employee, whose position is not E-E, who agrees to perform the duties of another E-E civilian position in the absence of an E-E civilian employee during a crisis situation.
8. Emergency-Essential (E-E) Civilian Position. A civilian position located overseas or that would be transferred overseas during a crisis situation or which requires the incumbent to deploy or to perform temporary duty assignments overseas during a crisis in support of a military operation. That position is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization, an evacuation order, or some type of military crisis. That position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems.

ENCLOSURE (1)

StaO 12335.1

26 APR 1990

KEY EMERGENCY-ESSENTIAL POSITIONS

1. AIR CRAFT ATTENDANTS
2. AIR TRAFFIC CONTROLLERS
3. FIREFIGHTERS
4. FUEL DISTRIBUTION SYSTEMS WORKERS

ENCLOSURE (2)